

Minutes

**Board of Ethics
City of Memphis**

Meeting of August 4, 2021

BOARD OF ETHICS

The meeting was formally called to order at 3:19 p.m., after Board Members received annual Ethics Training.

ROLL CALL

The following Chairman, Board Members, Chief Ethics Officer and member(s) of the public were present at the meeting:

Latonya Sue Burrow	Joel Martin
Bob Dawkins	Blanch Thomas
Edward Vaughn	
Chairman Karen R. Williams	

MOTION TO APPROVE MINUTES FROM JULY 7, 2021:

MADE:	Edward Vaughn
SECONDED:	Bob Dawkins
PASSED:	Unanimously

ITEMS FOR DISCUSSION

***UPDATE ON BOARD MEMBER VACANCY**

Board Member Bob Dawkins advised that he has written a letter to the Mayor, and submitted four (4) names.

***UPDATE ON ETHICS ACTIVITY**

The Chief Ethics Officer had e-mailed the information to Board Members for their review, before the meeting. The Board reviewed the updates.

REPORT ON ETHICS COMPLAINTS/INQUIR(IES)

CEO Burrow reported that she received inquiries regarding Online Ethics Training and Compliance, and responded by providing the necessary information. Burrow's practice has been to respond to Inquiries usually within 24 hours.

CEO Burrow reported that there have been no new Formal Ethics Complaints or Requests for Ethics Opinion since last report.

ETHICS TRAINING UPDATE

CEO Burrow advised that since last report (July 7, 2021), per the Employee Development Analyst, one hundred and three (103) City Officers and Employees have attended the Virtual Onboarding Sessions (in which Burrow presented Ethics Training).

INFORMATION AND ANNOUNCEMENTS

***NEW BUSINESS**

*Per the Board's request at the last meeting, CEO Burrow brought printouts of the Online Ethics Training Program for Board Members. CEO Burrow also used the overhead projector to review the current Online Training, and Board Members presented suggestions for edits and updates to the Training.

*The next Board of Ethics meeting will be Wednesday, September 8, 2021 at 3:00 p.m., in Conference Rooms B and C of the main library.

ADJOURNMENT

MOTION TO ADJOURN:

MADE:	Edward Vaughn
SECONDED:	Blanch Thomas
PASSED:	Unanimously

The meeting was adjourned at 4:37 p.m.

Latonya Sue Burrow
Signature of Secretary

8 September 2021
Date